

Information & Emergency Procedures Guide

For Ship's Masters



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Marine Emergency Procedures

In emergency notify Medway VTS on VHF Channel 16 or 74 and London Thamesport Shift Manager on +44 7848 445204 giving the following information:

Name of Ship

Nature of Emergency

(Medway VTS will also inform London Thamesport Shift Manager who will initiate the Port's Emergency Procedures where appropriate).

In the Event of Fire in addition to the above:

1. Sound seven (7) or more short blasts followed by one (1) prolonged blast on the ship's whistle / siren.
2. Repeat the above signals at intervals.

Fire and Ambulance Services can be contacted either through Medway VTS Channel VHF 16 or 74 or through London Thamesport Operations Shift Manager +44 7848 445204.

The Master should ensure all crew and /or passengers are familiar with ship's alarm signals and Evacuation procedures.

The Master is reminded that under SOLAS Regulations, he should at all times maintain a list of hazardous goods on board his vessel and also that the stability information and safety plans should be readily available for use by the Emergency Services.

Medical & First Aid facilities

A fully equipped first aid room is located in the main admin building; first aid support is available (on a 24hr basis).

Emergency contact number is +44(0)1634 273636

Rabies Control

The importation or landing of unlicensed animals into the United Kingdom is prohibited. Ensure that all animals are confined on board and under no circumstances must they be allowed ashore. If any animal escapes, this must be reported immediately to the Operations Shift Manager who will in turn contact the Police.

Rat guards must be placed on every mooring rope.

Security Procedures

London Thamesport ISPS details:

IMO Ports Facility Number: GBTHP-0005

Port Facility Security Officer: Jon Roberts

+44(0)1634 273643

All vessels should comply with the measures detailed in SOLAS Ch X1-2 and the International Ships and Port Facilities code to enhance maritime security.

All vessels on an international voyage must provide security information; this information must be reported through the consolidated European reporting system or an alternative approved method (such as a post Brexit reporting procedure).

In addition to security information, the crew list (FAL5) and the Passengers list (FAL6) must be supplied prior to arrival.

The vessel's gangway must be manned at all times whilst the vessel is alongside, and all visitors must be verified and logged.

Ship's crew - shore leave

London Thamesport understands that it is important that the rights and needs of seafarers are considered. This includes security measures not unduly inhibiting seafarer's ability to access shore facilities.

To assist with the smooth operation of transporting crew into and out of the ISPS Restricted Area, Masters are reminded that only the following photographic identity documents are acceptable forms of identity for crew members who take shore leave at London Thamesport:

Passport or Seaman's book

Photocopies of documents **will not** be accepted

All identity documents will be checked on entry and egress from the Restricted Area along with a cross check with the submitted Crew List.

Access to and from Vessels

Under no circumstances should container stacks or any other working area be entered. Do not pass under working cranes while loads are in motion over a ship's side.

Crew members wishing to proceed ashore must use the free transport service provided by London Thamesport Security.

Telephone number + 44 1634 273623

The riding of bicycles on the Terminal is forbidden.

No pedestrians are allowed in the terminal operational areas.

During times of a pandemic i.e. Covid -19:

- Security will escort taxi drivers or crew change vehicles to and from the vessel.
- Crew members must wear face coverings when in port vehicles.
- Crew members are required to wear face coverings when interacting with personnel that are not part of the ships company.

Vehicle Access to Quay

London Thamesport is fully compliant with International Ship and Port Facility Security Code (ISPS). Access to the quayside is strictly controlled through Port Security (Telephone number + 44 1634 273624).

Any vehicles allowed to enter the terminal should be equipped with a suitable amber flashing warning light, which should be used at all times.

No vehicle or its equipment, including oil hoses from road tankers, may be placed where it may impede the movement of cranes or any other vehicles, across crane rails or where it may impede the use of gangways, bollards, fire hydrants, crane anchor points, garbage skips or other equipment without the express permission from the Operations Shift Manager.

All vehicles and drivers must comply with all Port Regulations concerning the use of road vehicles. All vehicles going onto the jetty must be under escort by Security or authorised Terminal vehicle. Frequent visitors to the Port (e.g. Ship's agents) may apply to Security for exemption of escort.

Gangways – Access to and from Quay

It is the ship's responsibility to ensure that the gangway is tended at all times. Ships gangways must be in good condition, properly rigged and deployed, adequately illuminated and safety nets should be correctly rigged. A lifebuoy with self-activating light and a buoyant safety line should be provided for ready use at the point of access aboard every ship.

It is the Ship's responsibility to ensure this is safely connected, rigged and tended.

Port personnel will not board a ship until a safe means of access is provided.

Gangways should be deployed so as to remain clear of cranes, crane rails and other equipment and obstructions at all times.

Care should be taken at all times when boarding or leaving ships.

NO pedestrians are allowed in the Terminal Operational area

All persons ashore within the Terminal Operational area must wear high visibility clothing, safety footwear and a safety helmet.

On Board Access

All deck surfaces used for movement about the ship and all passageways, walkways and stairs should be in good order and kept free from obstruction and from substances liable to cause a person to slip or fall. Spillages of oil or grease, etc. should be cleaned up as soon as possible

On Board Lighting and equipment

Areas of ships used for dock work shall be adequately illuminated. Unattended openings in the deck should also be kept illuminated or safely closed if not lit. Any opening, hatchway or dangerous edge through which a person may fall must be fitted with adequate fencing.

All ships ladders and riggers access platforms must be of good construction and properly maintained. All hatch covers shall be properly maintained and defective or damaged hatch covers should be replaced or repaired as soon as possible.

Ships lifting plant (that is lifting appliance plus lifting gear) shall be in good condition and properly maintained. Ships masters should be ready to produce an in- date certification of the lifting plant should it be required by a representative of London Thamesport. This also applies to ships lift trucks.

Shipmasters should not allow crew members to use ships fork trucks, ramps or other plant unless they are competent to do so, during dock operations.

Safety instructions for crew members

Under no circumstances enter container blocks or any other land side working areas.

Do not pass under a working crane while loads are in motion.

Ensure you are at least one container away whenever practicable during all container moves.

The riding of bicycles on the Terminal is forbidden.

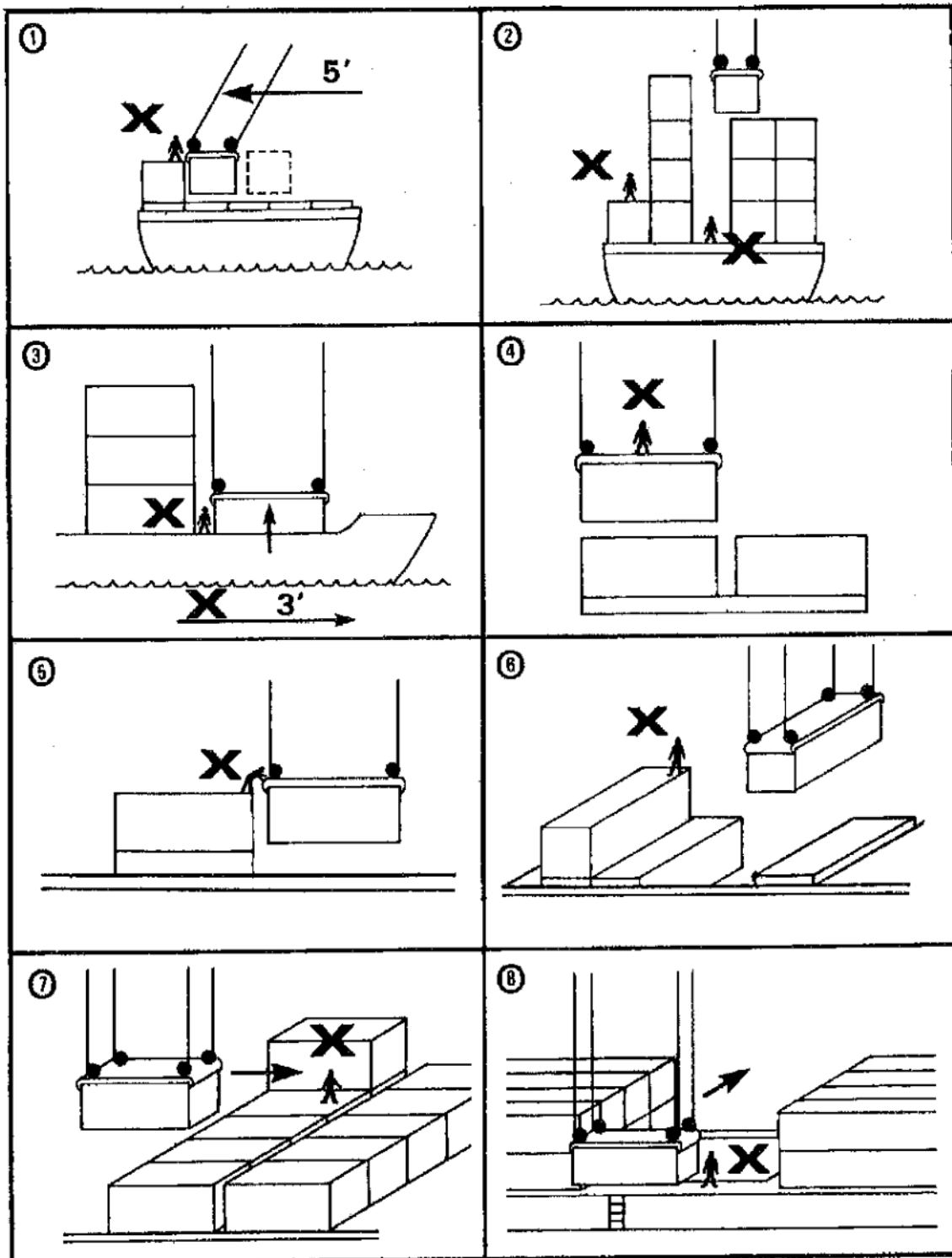
Safety during cargo handling operations

It is strongly recommended that you:

- Always wear a safety helmet
- Always wear protective footwear
- Always wear high visibility vest
- Keep walkways and passageways clear
- Do not work over adjacent holds
- Be aware of crane/ load movements, do not stand in the direction of travel
- Do not stand in possible crush zones see fig 1 below
- Place all lashing and or lifting gear in storage when not in use.

Fig 1

Possible crush zones when ship working



Keep safe, keep clear

Waste Disposal Facilities

The attention of Shipmasters is drawn to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, The (Amendment) Regulations 2009 and any subsequent amendments to the Merchant Shipping and Fishing Vessels (PWRF) henceforth known as “the Regulations”.

In accordance with the Regulations, all vessels bound for London Thamesport shall complete a notice in the form of Schedule 2 of the Regulations or in a form substantially to the like effect. The reports should be made to the Port not less than 24 hours before arrival, or if less than 24 hours, then when leaving previous Port. Masters should advise their Agent who will forward this information to the Port by use of the Destin8 Cargo Processing System. Employing an Agent for this duty does not absolve the Master of the responsibility for the delivery of the information to the Port.

All vessels calling at London Thamesport will be required to pay a charge towards the cost of Waste Reception facilities in the port, as specified in the Regulations. A vessel that is a frequent and regular caller at the port may apply for an exemption from the Maritime & Coastguard Agency and upon proof of such exemption the port will waive this charge for so long as the exemption is in force.

This charge includes the cost of disposal of reasonable quantities of garbage.

All ships wishing to dispose of every other type of ship-generated waste, including oily and cargo wastes and residues, should, via their Agent, continue to make arrangements directly with commercial contractors. In the case of oil, oily waste or oil-water mixes, only a contractor approved by London Thamesport may operate within the port.

Attention of Masters is drawn to the need to ensure that no solid waste matter is to be discharged, or allowed to fall, into the water.

Merchant shipping (reception facilities for Garbage) MARPOL 73/78 1992 Amendment

Reception facilities are provided on the port for reasonable bagged quantities of the following:

1. Food wastes and other materials contaminated by such wastes, generated on board ship principally in the galley and dining areas.
2. Refuse generated in living spaces of crew and passengers, principally paper products, glass, rags, bottles and plastics etc.
3. Waste from ships' stores generated on board.

Waste Facilities

For item 1, food wastes, a sealed skip, yellow in colour is provided, clearly marked with the following “CATEGORY 1 ANIMAL BY PRODUCT FOR DISPOSAL ONLY”. This skip will be placed adjacent to the vessel, on request, either direct to the Operations Supervisor (Tel: +44 (0) 7848 445222) or via the Agent.

For items 2 & 3, non-food wastes, general-purpose garbage skips, Grey in colour, are provided, located to the rear of the Jetty at regular intervals. These skips can be placed adjacent to the vessel, on request, either direct to the Operations Supervisor (Tel: +44 (0) 7848 445222) or via the Agent.

MASTERS ARE REMINDED THAT ONLY FOOD WASTE MAY BE PLACED IN THE CATEGORY 1 SKIP AND UNDER NO CIRCUMSTANCES MAY FOOD WASTE BE PLACED IN A GENERAL PURPOSE SKIP

Other Wastes

For cargo associated wastes, vessel maintenance wastes and cargo residues, Masters should request their Agents to make arrangements for appropriate facilities with a collecting agency.

Under no circumstances should pyrotechnics be disposed of into garbage skips or other waste reception facilities provided on the quayside.

If a Master requires to instigate a complaint in respect of Garbage Reception Facilities, he should in the first instance either contact the Duty Operations Shift Manger Tel: +44 7848 445204, or his Agent who will contact the Port on his behalf.

Pollution

Oil Pollution

Masters of vessels are reminded that the principle causes of oil pollution are through leaking shipside valves, cargo/ bunker overflow and from the pumping of engine room bilges. It is therefore recommended that over board discharges should be shut prior to berthing. Scuppers and other openings must be blocked off whilst loading/discharging bulk oil or while bunkering. Any oil spillage should be notified immediately.

MASTERS ARE REMINDED THAT IT IS AN OFFENCE:

- 1. To cause oil to be spilled into the water**
- 2. Not to report any spillage as soon as it occurs**

Oil Pollution, Ship Cleaning

In the event of an oil spillage into the water, Medway VTS Channel 16 or 74 will coordinate all local resources being deployed immediately to contain and to recover that oil and to prevent further contamination of the environment.

In the event that any ships structures become contaminated by an oil spillage incident, the cleaning services should be arranged through the Agent.

Vessels contaminated by oil may be refused permission to sail until they are cleaned.

Master are reminded that to allow oil into the water will constitute an offence in law and that they and any contractor employed in the ship cleaning will be liable to prosecution should this occur during ship cleaning operations.

Emissions

Vessels alongside are subject to Section 1 of the Clean Air Act 1993 which prohibits the emissions of dark or black smoke. The maximum fine for each offence is £5,000.

Smoke and other exhaust emissions are a hazard to health, even at low concentrations. Should your vessel produce such emissions as to prevent cargo operations you will be requested to:

- a) Stop the source of the smoke or
- b) Turn your vessel around, to allow cargo operations to resume.

All costs incurred will be to the vessel's account

Exhaust gas cleaning systems

To comply with MARPOL Annex VI Global Sulphur Reduction (0.50% effective from 1st January 2020) some vessels are installing Exhaust Gas Cleaning System (EGCS) or 'scrubbers'.

Vessels equipped with hybrid scrubbers should operate in the Closed- Loop mode whilst in the harbour approaches.

Vessels with Open-Loop scrubbers should be aware that their use is currently permitted provided that they are fully functioning and certified as meeting IMO standards.

The impact of any pollutant in the wash water discharges on the sediment quality will be monitored and the policy on scrubber use will be subject to periodic review.

Ballast water

The International Convention for the Control and Management of Ship's Ballast Water and Sediments (BWM Convention) entered into force on 8th September 2017

All vessels will have to implement a ballast water management plan and carry a Ballast Record Book.

It is an offence to cause pollution or fouling of the water of the port.

Unless the Master is confident the ballast water has been exchanged (D1 Standard) or treated (D2 Standard) and meets the required standards, de-ballasting should not take place.

The Master must present the vessel's Ballast Water Record Book and Ballast Management plan to the port or port authority upon request.

Bunkering

Bunkering by barge or road tanker will only be permitted by Medway Ports Authority (MPA) in consultation with Operations Shift Manager or his deputy, when they are satisfied that the proposed bunkering operation will comply with all LTP and MPA requirements. The ship's agent should request permission to bunker by barge or tanker not less than 48 hours before proposed operation.

London Thamesport cannot accept any responsibility for any bunkering operation being cancelled, curtailed or delayed for any reason whatsoever.

The ship taking bunkers will not be permitted to retain its berth for that purpose beyond the normal time required to carry out cargo operations without prior agreement.

All aspects of the bunkering operation including, but not restricted to, making fast and letting go, fendering, connecting and disconnecting pipelines and pollution control are the responsibility of the Master of the ship receiving bunkers.

The master and bunkering service provider must adhere to and complete MPA's bunkering check list.

Full details of MPA requirements for bunkering can be obtained at:

<https://www.peelports.com/media/5115/peel-ports-medway-bunkering-cop-2019.pdf>

Bunkering operations in the hours of darkness will not normally be permitted, except under exceptional circumstance at the discretion of a senior Port Manager.

In the event of an oil spill the Master must notify both:

1. Medway VTS VHF Ch. 74 or telephone +44 1795 663025
2. London Thamesport Operations Shift Manager +44 7848 445204

Medway VTS will activate their Oil Spill Response Plan.

Diving Activities

No diving activities may take place anywhere along the jetty without the written permission of the Operations Shift Manager or appointed deputy and must follow any requirements set out by Medway Port Authority.

This permission will only be given:

1. To a diving contractor approved by London Thamesport.
2. Upon receipt of a properly completed and signed copy of the Dive Plan and all relevant Risk Assessments must be available for inspection.

Failure to observe any regulation or Port requirement will result in immediate suspension of permission to operate from London Thamesport premises.

London Thamesport accepts no responsibility for the safety of personnel, quality of workmanship or any other aspect of any diving operation within its berth.

Medway Port Authority must be informed when diving operations commence and again on completion of operations.

Use of mobile cranes and vessel unloading equipment

The use of mobile cranes and vessel unloading equipment will only be permitted on the submission of the relevant documentation prior to operations, these include:

Positioning on the Berth

Risk assessments

SSOW

Lift Plans

Relevant certification.

The Shift Manager will provide the applicant with a Berth plan, Quay deck SWL plan, and a request form for activities to be carried out. A Permit to Work will be issued prior to commencement and closed on successful completion of works.

Mobile cranes on London Thamesport Quay Deck

In order to ensure the safe positioning and operation of mobile cranes and ship unloaders on the Jetty at Thamesport it is important to position the outriggers of crane or ship unloaders directly over the supporting structure of the Jetty.

It is vital that the safe load rating of the quay deck is not exceeded, broadly this is given as a Uniform Deck Loading of 3 metric tonnes per m³ between the crane rails and 1 metric tonne per m³ outside thereof (see attached Quay deck loading diagram). It is acceptable to apply point loads up to 10 metric tonne per m³, however care must be taken to apply these loads directly over supporting beam and pile structures only.

Detailed below are the requirements and parameters for placement and operation of Mobile cranes and ship unloaders on London Thamesport Quay.

Members of the working party shall have undertaken a London Thamesport site induction.

Prior to work commencing, a lift plan and safe system of work shall be submitted to the Port for approval. The lift plan shall detail the proposed position of the crane on the jetty. The placement of the crane outrigger pads must coincide with the Jetty structural crosshead beams and pile structure below (see attached crosshead plan for guidance). The maximum outrigger Ground Bearing Pressure acceptable is 10 metric tonne per m³ when over a crosshead beam. Suitable spreader mats may be required to achieve this figure. Wherever possible the mats should spread the load along the length of the crosshead beams.

In several locations along the quay, adjacent to the crosshead beams, are manholes that give access to under quay pits. Under no circumstances should crane outrigger be placed on or around any manhole.

Consideration may need to be given to protect others from the mobile crane work site; suitable barricades should be supplied as required.

Access and Egress to the Quay will be via the central Quay entrance unless otherwise directed by the Port; it is the responsibility of the appointed lifting supervisor to ensure the safe egress and operation of the crane whilst on site.

Once lift plans, SSOW are submitted and approved, the Port will give consent authorising the proposed operations and allow the crane onsite. Once the crane is setup and control measures detailed in the SSOW are in place the Port will issue a permit for lifting operations to commence. Until such time as the permit is authorised and issued, mobile crane lifting operations by 3rd party contractors is prohibited.

The Port reserves the right to cancel permit if it believes the conditions of the Permit and SSOW are not being adhered too.

Marine Information

To be used in conjunction with Medway Port Authority requirements. Masters are reminded that Medway Port Authority regularly publishes local Notices to Mariners. Copies of these can be obtained by application to Medway VTS service or via their website:

<http://www.medwayports.com/notices>

Marine co-ordination – London Thamesport

London Thamesport Shift Manager directly co-ordinates all marine activities within the port. They maintain liaison with and provide information to Medway Navigation Service, Agents and Mooring Contractors.

Berthing Information

London Thamesport Shift Manager continuously updates Medway Navigation Services on berthing requirements. Information is available via Medway VTS or direct from London Thamesport.

Communications

Berthing is coordinated by the shipmoorers who will communicate directly with the vessels, particularly for positioning on the berth, when vessels are in close proximity or alongside berth, via VHF Channel 73

At other times communications should be through Medway VTS, which will, if required, relay information to London Thamesport.

Pilotage

The Medway Navigation Service provides pilotage for London Thamesport and approaches.

Pilotage is compulsory for all vessels over 50 metres in length, subject to conditions. Pilotage Exemption Certificates may be obtained.

Full details are obtainable from:

The Harbour Master
Medway Navigation Service
Medway Ports
Sheerness Docks
Sheerness
Kent.
ME12 1RS

For vessels over 240m length shifting berths at London Thamesport it is recommended that a pilot is used when the movement is greater than 1 bollard distance, or when tugs are used. For vessel below 240m length use of a pilot when shifting berth is at the Masters' discretion and Terminal recommendation.

Masters are reminded that the booms of ship to shore cranes may extend well beyond the side of vessels on berth. Furthermore, ships often swing cranes and derricks outboard when working cargo. All vessels are required to pass no closer than 30 metres from the end of any extended boom.

Tug Availability at London Thamesport

Svitzer Towage operates tugs servicing vessels at London Thamesport. Working channel is VHF 73.

Full details including rates and towage capacities are available from the towage company.

Svitzer Towage Limited; London

Address:

Marine House
Denton Wharf
Mark Lane
Gravesend DA12 2PL
01642 258361

Shipmoorers

Contact via VHF Ch 73 or direct with Operations Shift Manager London Thamesport.

All ships must be made fast and let go by the properly appointed employees of the port or their approved service provider

The Operations Shift Manager or appointed deputy will attend all berthing / un-berthing and other marine operations at London Thamesport.

Mooring Boats

Mooring boats, operated by Medway Ports are supplied, the number dependant on LOA of vessels.

Heaving Lines

Masters are advised that the use of heavy weights as part of the monkey's fist on the end of heaving lines is considered an unsafe practice and in addition to confiscation of the monkey's fist, the Master may be liable to prosecution in the event of injury or damage to Port personnel / property.

Section 26.3.5 of the Maritime Coast guard Agency's Code of Safe working Practices for Merchant Seamen states: "to prevent personal injury to those receiving heaving lines the monkey's fist should be made of rope only and must not contain added weight material. Safe alternatives include a small high visibility soft pouch, filled with fast draining pea shingle or similar, with a weight of not more than 0.5kg. Under no circumstances is a line to be weighted by items such as shackles, bolts or nuts, or twist locks".

All instances of inappropriate heaving lines will be reported to the MCA.

Mooring Ropes

1. When sending mooring lines ashore there should be sufficient slack for the shipmoorers to gather a bight on the quay and lead the eye to the bollard without undue strain. Likewise crew should not allow long lengths to fall into the water, which creates a heavy strain on those heaving it on to the quay side. Crew should not heave on ropes until signalled by the mooring party.
2. Vessels should ensure that the heaving lines and messengers are in good condition and of adequate size and strength for the purpose.
3. Vessels should deploy sufficient moorings, in terms of number and strength to keep the vessel safely alongside for the duration of the stay, taking into consideration the anticipated wind direction and forces likely to be encountered.

Particular consideration should be given to the actual and anticipated configuration of deck cargo, and the forces generated by beam winds.

4. In the event that a vessel requires to put out additional moorings, the request must be made via the Operations Shift Manager +44 7848 445204 who will arrange shipmoorers.
5. Except in an emergency situation, ship's crew are not permitted to handle mooring ropes on London Thamesport jetty.

All mooring ropes are to be of sound construction and adequate for the purpose for which they are used.

Precautions when Sailing

Masters are advised that when shipmoorers are attending a vessel when departing, they are not permitted to let go any ship ropes until the ship to shore cranes adjacent to that vessel have housed the boom in the vertical position. Any exception to this rule will require the authorisation of the Operations Shift Manager.